

*Council on Technology Services  
Seat Management Workgroup  
November 19, 1998 Meeting Minutes*

## Attendees:

Pete Kolakowski, Chair	VDOT	(804)786-9950
R. F. "Chip" German Jr.	U. Va.	(804)982-2638
Ken Mittendorff	Supreme Court of Virginia	(804)786-7817
Andy Poarch	Dept. of Information Tech.	(804)371-5549
Tom Bradshaw	VDOT	(804)786-5363
Dan Gayk	VDOT	(804)786-7265
John Karabaic	VDOT	(804)786-8689
John Viar	VDOT	(804)841-7466

Pete called the first meeting of the Seat Management Workgroup to order at 2:00 p.m. and welcomed all present. Being the initial meeting, Pete asked that the attendees introduce themselves.

Pete then gave a high level overview of the purpose of the committee. He stated that at VDOT, committees develop charters that document the purpose of the committee, the membership, stakeholders, expected outcomes, and a schedule for committee activities. Pete recommended that this model be follow for the workgroup and he solicited input from the committee to lay out the purpose.

Following are some of the comments discussed:

- Seat management should be market driven to take advantage of competitiveness.
- The workgroup should explore the systematic identification of impediments to employ seat management, e.g., administrative changes, law changes, funding. State supported colleges and universities use the Equipment Trust Fund (ETF) to acquire nearly 25% of their desktop systems. At present, the equipment can be viewed as collateral for the bonds. How would this work for seat management?
- A seat management policy needs to be developed for the Commonwealth.
- A menu approach is needed to provide flexibility to serve the widely varied needs of many agencies. Maintenance was specifically identified because of the distribution of agency locations and the criticality of systems.

- This workgroup will have the opportunity to show the real cost of acquiring and supporting desktop systems.
- Asset management must be addressed through the workgroup.

Pete expressed his thanks for all of the comments and he will combine these with other input that he has received into a draft charter. He expects that a finalized charter may require several meeting to fully develop into a final working document.

Because VDOT is ready to implement a seat management pilot project, John Viar, the project manager of the Services for Information Technology/Enterprise Architecture (SIT/EA), gave a brief overview of the RFP process and the upcoming pilot implementation. John summarized his remarks from a presentation given to Secretary Upson on September 22 (attached). He also discussed the current VDOT standards and the pricing of the contract.

Following the presentation were several questions and comments. It was recognized by all present that seat management will help to reveal the true cost of having a computer on the desktop. So much of the cost is hidden at this time. Also, this will cause changes in jobs of support staff. Where some agencies or institutions have well structured PC support, they will now have opportunities in other IT areas such as NT support, Internet/Intranet development, and security. There will be many lessons learned as agencies make this transition. John was questioned as to where the pilot areas were and how they were selected. The contract will be piloted in the VDOT Lynchburg, Suffolk, and Richmond Districts as well as in the Richmond Central Office. Also, the Location and Design Division has more than 400 SUN workstations that they want to replace with Windows NT workstations. These will be distributed to all nine district located throughout the state. This selection was made on the basis of geographic location, knowledge of the project by local staff, and the ability to fully exercise the contract. The committee expressed their appreciation to John for the update as it clarified the project for them more completely. John said that VDOT will be offering to make presentations to other agencies after the pilot gets underway since there has been widespread interest from agencies and institutions in using the contract.

Pete discussed the timetable and milestones for the workgroup. He will be discussing this with Secretary Upson to determine his expectations. Since the 1999 session of the General Assembly is less than two months away, it is expected that the work of the group will be targeted for the 2000 session. It was noted that Secretary Slater has a separate group looking at state procurement reform, and that recommendations from the Council may well influence some IT procurement policies or legislation.

Pete noted that there are currently eight member in the Seat Management Workgroup. He opened it up to other members of the Council and said that he expected that DGS and Virginia Tech may want to participate.

In other business, Chip German told the group of the U.Va. project that is going in a slightly different direction than VDOT. He desires to openly share information that he learns and he also hopes to keep abreast of the VDOT project as it may serve the University's needs. Andy Porch expressed his sincere

thanks to all of the workgroup and council members. He noted that change has often been met with much resistance and that information about the project at other agencies difficult to uncover. Through this process he has discovered an openness to share best practices and lessons learned from all agencies. There was agreement from the group that this will help the Commonwealth overall.

In closing, Pete said that he will get together the workgroup following the November 24 COTS meeting to set up a common meeting time. He would like to set up monthly meetings in the second or third week of each month. He also suggested moving the meeting to locations around the state. Since most schedules for December are already filled, he will plan for the next meeting to be in January 1999.

With no further business, the meeting was adjourned at 3:45 p.m.